



# GRADING PLAN INITIAL SUBMITTAL CHECKLIST E-8

**Development Services**  
**Land Development Engineering**  
1635 Faraday Avenue  
760-602-2750  
www.carlsbadca.gov

Plan ID: \_\_\_\_\_ Project Name: \_\_\_\_\_  
DWG No. \_\_\_\_\_ GR No. \_\_\_\_\_ Project Engineer: \_\_\_\_\_

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Items marked with asterisks (\*\*) must follow digital submittal standards on page 4.

## THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

*All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.*

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Completed and signed city Engineering Plancheck Application (E-23)
- ☐ 4. \*\*CAD files: a) Digital submittal of plans, b) Completed digital submittal checklist, and c) Layer description  
-see engineering standards on city website for digital submittal requirements and checklist
- ☐ 5. Copy of environmental clearance or completed EIA. form, Part 1, with copy of grading plans attached, if no prior CEQA approval
- ☐ 6. \*(\*\*) Eight sets of prints and one PDF of the grading plans folded to 9" X 12"
- ☐ 7. \*Two sets of bound drainage report
- ☐ 8. \*(\*\*) Two sets and one PDF of bound soils report
- ☐ 9. \*Two copies of earthwork quantity calculations
- ☐ 10. \*Two copies of engineer's cost estimate for grading work and two copies of cost estimate for any public improvements shown on the grading plan in lieu of submitting an improvement plan (use current City of San Diego unit price list)
- ☐ 11. Two sets of preliminary title report (issued within six months of application)
- ☐ 12. Two copies of all signed conditions of approval (if applicable)
- ☐ 13. Two copies of approved site plan or tentative map (if applicable)
- ☐ 14. Three copies of Transportation Demand Management (TDM) plan, if applicable
- ☐ 15. Concurrent submittal required (if applicable): final/parcel map, improvement plans, easement documents, etc.
- ☐ 16. Original and one copy of completed *Determination of Project's SWPPP Tier Level and Construction Threat Level* worksheet (Form E-32). Check the required tier level: ☐ Tier 2 ☐ Tier 3
- ☐ 17. One Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of grading plan set
- ☐ 18. Original and one copy of completed and signed Storm Water Standards Questionnaire (Form E-34)
- ☐ 19. \*Two sets of Storm Water Quality Management Plan (SWQMP) (required if project is a Priority Development Project per the Storm Water Standards Questionnaire or if conditioned with project.
- ☐ 20. Two sets of a completed Standard Project Requirement Checklist (Form E-36) (Required if project is a Standard Project or Exempt from PDP per the Storm Water Standards Questionnaire or if conditioned with project)
- ☐ 21. SWPPP/SWQMP review fee(s), if applicable
- ☐ 22. Grading plan check fee
- ☐ 23. Soils report plan check deposit of \$1,200. Additional fees may apply and be collected later in the process
- ☐ 24. Other: \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_**



# GRADING PLAN RESUBMITTAL CHECKLIST E-8

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Project Name: \_\_\_\_\_

Plancher: \_\_\_\_\_ Project Engineer: \_\_\_\_\_

THIS SECTION TO BE COMPLETED BY THE PLANCHER

Plancheck No. \_\_\_\_\_ PCE Initials \_\_\_\_\_ Date \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Items marked with asterisks (\*\*) must follow digital submittal standards on page 4.

## THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- ☐ 1. This resubmittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. \*\*Corrected digital (CAD files) copy of plans
- ☐ 5. Original and one copy of completed Security and Agreement Data Sheet
- ☐ 6. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 7. \*(\*\*)\_sets and one PDF of corrected prints of the grading plans folded to 9" X 12" (Distribution: 1 file, \_\_\_\_\_EM, \_\_\_\_\_plancher, \_\_\_\_\_Planning, \_\_\_\_\_Building, \_\_\_\_\_other (specify): \_\_\_\_\_)
- ☐ 8. \*Two sets of corrected bound drainage report signed and sealed by engineer of work
- ☐ 9. \*(\*\*) Two sets and one PDF of corrected bound soils report signed and sealed by soils engineer
- ☐ 10. \*Two sets of corrected earthwork quantity calculations signed and sealed by engineer of work
- ☐ 11. \*Two sets of corrected engineer's grading and, if applicable, improvement plan cost estimate signed and sealed by engineer of work
- ☐ 12. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, improvement plans, easement documents, other: see below
- ☐ 13. One corrected Tier 3 SWPPP
- ☐ 14. \*Two sets of corrected SWQMP
- ☐ 15. Department comments: \_\_\_\_\_Planning, \_\_\_\_\_Traffic, \_\_\_\_\_Parks & Recreation, \_\_\_\_\_Fire, \_\_\_\_\_Eng P&P, \_\_\_\_\_M&O, \_\_\_\_\_other—specify (Distribution: to indicated departments)
- ☐ 16. OTHER: \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**



# GRADING PLAN FINAL SUBMITTAL CHECKLIST E-8

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Plan ID: \_\_\_\_\_ DWG No. \_\_\_\_\_ GR No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Planchecker: \_\_\_\_\_ Project Engineer: \_\_\_\_\_

- Items marked with an asterisk (\*) must be completed by an appropriately licensed engineer.
- Items marked with asterisks (\*\*) must follow digital submittal standards on page 4.

## THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. (\*\*) Digital (CAD files) copy of plans
- ☐ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 6. \* \_\_\_\_\_ sets of corrected prints of the grading plan folded to 9" X 12" (Distribution: 1 file, 1 Eng P&P, \_\_\_\_\_ planchecker, \_\_\_\_\_ other (specify): \_\_\_\_\_)
- ☐ 7. One copy of all signed conditions of approval
- ☐ 8. \*(\*\*) One copy and one PDF of approved bound soils report signed and sealed by soils engineer (see attached final submittal standards)
- ☐ 9. \*(\*\*) PDF's of the plans electronically signed and sealed by engineer of work and including all other required electronic signatures. (see attached final submittal standards)
- ☐ 10. Concurrent final submittal required (as applicable): final/parcel map, improvement plans, easement documents, other: see below
- ☐ 11. One copy of approved Tier 3 SWPPP
- ☐ 12. \*(\*\*) One copy and one PDF of approved SWQMP signed and sealed by engineer of work (see attached final submittal standards)
- ☐ 13. \*(\*\*) One PDF of the approved drainage study signed and sealed by engineer of work (see attached final submittal standards)
- ☐ 14. Verification of submittal of securities and agreements
- ☐ 15. Payment of plan check fee balance. See enclosed fee statement. (Please note: If not included on this fee statement, you will receive separate notification of the amount due for the grading cash deposit.)
- ☐ 16. Department approvals: \_\_\_\_\_ Planning, \_\_\_\_\_ Traffic, \_\_\_\_\_ Parks & Recreation, \_\_\_\_\_ Fire, \_\_\_\_\_ Eng P&P, \_\_\_\_\_ M&O, \_\_\_\_\_ other-specify
- ☐ 17. Completed grading permit application (Form E-24)
- ☐ 18. (\*\*) One copy and one PDF of Construction Exhibit, if applicable.
- ☐ 19. OTHER: \_\_\_\_\_

**SUBMITTAL COMPLETE. CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_**



## Digital Submittal Standards for Plans and Documents E-8

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### **Initial Submittal Standards for Plans and Documents**

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email [landdev@carlsbadca.gov](mailto:landdev@carlsbadca.gov) to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- For submittal of CAD files-see engineering standards on city website for digital submittal requirements and checklist.
- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid "Fit to Page".
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)

### **Resubmittal Standards for Plans and Documents**

- All digital submittals, CAD and PDF's, shall be made via OneDrive or email. Email the project engineer to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements same as initial submittal standards, see above.

### **Final Submittal Standards for Plans and Documents**

- All digital submittals shall be made via OneDrive. Email the project engineer to coordinate digital submittal.
- Plans and documents submitted via thumb drive or CD will not be accepted.
- Specific file requirements same as initial submittal standards, see above.